

# Records Retention Schedule

The Records Retention Schedule lists records commonly found in many divisions throughout the University, indicating their respective retention periods and other instructions for the disposition of those records. To identify the record or record category, check the schedule's functional headings on the left side of the page, or use the search box.

Remember to determine whether you have the official version of the record. Unofficial, convenience copies of a record have no retention requirement and, therefore, can be destroyed when no longer administratively useful.

If you do not see a particular record type in the schedule, or if you are having trouble identifying a record in hand, please contact the [University Records Manager](#), Michael Dello Iacono.

## Recently Updated

[0765 Search and Recruitment Records](#)

Dec 14, 2023 • updated by [Michael Dello Iacono](#) • [view change](#)

[0510 Academic Program Agreements](#)

Dec 04, 2023 • updated by [Michael Dello Iacono](#) • [view change](#)

[1548 Student Health Records](#)

Oct 31, 2023 • updated by [Michael Dello Iacono](#) • [view change](#)

[1552 Student Education Records](#)

Mar 31, 2023 • updated by [Michael Dello Iacono](#) • [view change](#)

[1564 Student Disability Records](#)

Mar 31, 2023 • updated by [Michael Dello Iacono](#) • [view change](#)

[0585 Student Record File](#)

Mar 31, 2023 • updated by [Michael Dello Iacono](#) • [view change](#)

[1582 Student Housing Administration Records](#)

Feb 08, 2023 • updated by [Michael Dello Iacono](#) • [view change](#)

[1568 Student Organization Records](#)

Feb 08, 2023 • updated by [Michael Dello Iacono](#) • [view change](#)

[1566 Student Grievance and Complaint Files](#)

Feb 08, 2023 • updated by [Michael Dello Iacono](#) • [view change](#)

[1535 Title IV Program Records](#)

Feb 08, 2023 • updated by [Michael Dello Iacono](#) • [view change](#)

[1518 Audit Records](#)

Feb 08, 2023 • updated by [Michael Dello Iacono](#) • [view change](#)

[1514 Career Services Placement Records](#)

Feb 08, 2023 • updated by [Michael Dello Iacono](#) • [view change](#)

[1512 Tuition and Fee Policy Records](#)

Feb 08, 2023 • updated by [Michael Dello Iacono](#) • [view change](#)

[1506 Student Admissions Records, Admitted](#)

Feb 08, 2023 • updated by [Michael Dello Iacono](#) • [view change](#)

[0570 Disciplinary File\\_Conduct Reports](#)

Feb 08, 2023 • updated by [Michael Dello Iacono](#) • [view change](#)